

EFFECTIVE

July 1, 2020.

Subject(s)

The Michigan Department of Health and Human Services (MDHHS) requires supervisor approval for employees who volunteer for non-traditional work schedules that include telecommuting based on the guidelines in this item.

Once the bureau director determines and communicates if modified compressed work schedules are available to employees of bureaus under his or her jurisdiction the employee fills out a [DHS-964, Alternative Work Schedule Request](#), form.

Reason: Link to the form added.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[APR 261](#)